

Minutes

Regular Meeting
Thursday, December 13, 2012
3:00 p.m.
Lake Melissa Room, Human Services Building
Detroit Lakes, MN

Meeting called by: Heath Peterson
Type of meeting: Regular Meeting
Attendees: Barry Nelson , John Okeson, Heath Peterson, Paul Joyce, Abby Anderson, Mike Maloney, Chuck Jost
Staff present: Jon Thomsen, Guy Fischer, Shawn Olson
Others: Jonathan Smith, City of Frazee
Board Members Absent:

Agenda topics

1. **Call Regular Meeting to order:** Vice President P Joyce called the meeting to order at 3:00 p.m. President H Peterson arrived at 3:01 and the meeting was turned over to President Peterson.
2. **Approval of the Regular Meeting Agenda: Motion** and second to approve the Agenda (P Joyce, J Okeson), carried.
3. **Approval of Minutes – November 8, 2012 Regular Meeting: Motion** and second to approve the minutes of the November 8th Regular Meeting (P Joyce, B Nelson), carried.
4. **Financial:**
 - a. **Monthly Report:** S Olson presented the monthly report; discussion followed. **Motion** and second to accept the monthly financial report (C Jost, J Okeson), carried.
 - b. **2013 HCVP Payment Standards:** Staff presented the new FMR's and Payment Standards; discussion followed. **Motion** and second to approve and adopt the 2013 Payment Standards effective 1-1-2013 for the Housing Choice Voucher Program as proposed by staff (B Nelson, J Okeson), carried
 - c. **FYE 12-31-2012 Year End Accounting Items – Bad Debt:** Staff presented a review of the vacated tenant accounts receivable; discussion followed. **Motion** and second to expense bad debts as proposed by staff so as to cover the expected losses for those vacated tenants whose rents, damages and cleanup costs will not be collected by December 31, 2012 (P Joyce, M Maloney), carried.
 - d. **FYE 12-31-2013 Public Housing Budget:** Staff presented the 2013 LIPH Budget; discussion followed. **Motion** and second to approve the operating budget for the public housing program, as proposed by staff; authorize Board President Heath Peterson to sign the HUD-52574 and direct the staff to submit documents to HUD, as required (P Joyce, A Anderson), carried.
 - e. **2013 EDA Governmental Fund Budget:** Staff requested direction from the EDA Board; discussion followed on the 2013 departmental shortfall; no action taken.
 - f. **EDA Fund Balance Classifications:** Staff presented information on the projected fund balance for 12/31/2012; discussion followed. **Motion** and second to classify fund balance as follows:
 - Restricted for Specific Purpose – Land held for resale \$123,806
 - Restricted for Specific Purpose – Maple Avenue Apartments \$35,000
 - Committed to 2013 Administrative Budget Shortfall - \$40,000
 - Committed to South 10 Industrial Park Debt Service - \$10,605
 - Committed to Maple Avenue Apartments - \$301,000

and delegate to the Housing Director the authority to assign fund balance at year end as he determines appropriate, to include subsequent year's expenditures (B Nelson, M Maloney), carried.

5. **Monthly Housing Report:** J Thomsen directed the Boards attention to the written report of the activities of the various housing programs and he spoke towards the public housing and rental assistance programs, property management, grant administration and his property inspection services; discussion followed. **Motion** and second to accept the monthly housing report (P Joyce, J Okeson), carried.
6. **Monthly Economic Development Report:** G Fischer provided an update report and he spoke towards the road weight limits, the Lake Park and Frazee community development activities, the activities of other Becker County departments and the County's request for him to further assist them with emergency management issues; discussion followed. Jonathan Smith, City of Frazee, updated the Board on their activities and spoke towards Midwest Manufacturing's interest in Frazee for a distribution center; discussion followed. **Motion** and second to accept the monthly economic development report (B Nelson, P Joyce), carried.
7. **EDA Board – Open Forum:** There being no further business brought before EDA Board,
8. **Adjourn:** H Peterson adjourned the meeting at 4:40 pm.

ATTEST:

Respectfully submitted:

/s/ _____ Jon Thomsen
Housing Director

/s/ _____ Heath Peterson
EDA Board President